

ATHLETIC EQUIPMENT ATTENDANT

DEFINITION

Performs a variety of responsible tasks of maintaining and controlling athletic and physical education equipment and supplies; issue, receive, store and repair equipment; assure that equipment and facilities are maintained in a safe, orderly and secure manner.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Athletic Director or department administrative staff position.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Stores, issues, receives, checks, repairs, orders and maintains inventories for equipment used in athletic activities and the Physical Education department for college sports programs.

Inspects clothing and equipment for needed repairs, repairs equipment; inventories and determines condition of athletic clothing and equipment; repairs uniforms as needed.

Sorts and launders uniforms and towels; mend uniforms as needed; repacks athletic bags with correct uniform.

Assigns, cleans and maintains records related to locks, lockers and combinations; washes lockers and rotates locks periodically.

Prepares uniforms, equipment and supplies for competitive games.

Set-ups equipment for physical education classes and athletic events as required.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Equipment, materials and supplies used in team and individual sports in college athletic and physical education program.

Methods of cleaning, maintaining and repairing athletic uniform and equipment.

Storage and inventory principles and practices.

Appropriate safety precautions and procedures.

Recordkeeping techniques.

Health and safety regulations.

QUALIFICATIONS (continued)

Ability to:

Maintain and control athletic and physical education equipment and supplies.

Issue, receive, store and repair equipment.

Assure that equipment and facilities are prepared in a timely manner according to established schedules.

Maintain and repair athletic clothing and uniforms.

Understand and follow oral and written directions.

Establish and maintain effective working relationships with others.

Meet schedules and timelines.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination equivalent to one year sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses and Other Requirements:

Some positions in this classification require traveling with the sports team to off-site games.

PHYSICAL REQUIREMENTS:

Lift objects weighing up to 50 pounds.